Instructions for filling out Inventory List form

Page One of Form

1.) Date
Date that materials are organized to be sent to the UW Madison
- Filled in by owning institution
- If not assigned by owning institution Microimaging Lab will assign date; if the Microimaging Lab assigns the date it will be the date prior to the receiving of the shipment. Ex. if materials are delivered to Microimaging Lab on July 30, 2001 the date of batch organized will be July 29, 2001.

2.) Batch #
Batch numbers will be assigned consecutively from each institution
- Filled in by owning institution
- If not assigned by owning institution the Microimaging Lab will assign the batch number; If the Microimaging Lab assigns the batch number it will be the number following the prior batch number from that institution. Batches will be numbered consecutively Ex: Batch 1, Batch 2, Batch 3, etc.

3.) Project
Already filled in as **"Great Lakes Marine History"**

4.) Page 1
Already filled in

5.) Contact Name
Name of individual from owning institution that can be contacted for questions on materials sent
- Supplied by owning institution

6.) Phone number
Phone number for the contact person
- Supplied by owning institution

7.) Fax number
Phone number for FAX
- Supplied by owning institution

8.) Email
Email address for contact person
- Filled in by contact person at owning institution

9.) Institution
Name of owning institution
- Supplied by owning institution

10.) Street Address
Street address of owning institution
- Filled in by owning institution

11.) City
Name of city of owning institution
- City address of owning institution
- Filled in by owning institution

12.) State
State address of owning institution

- Filled in by owning institution

13.) Zip Code
Postal zip code for address of owning institution
- Filled in by owning institution

14.) Shipped
Date items shipped
- Filled in by owning institution

15.) Received
Date items received from owning institution
- Filled in by Digital Content Group/Microimaging Lab

16.) Returned
Date items returned to owning institution
- Filled in by Digital Content Group/Microimaging Lab

17.) Item #
Number(s) assigned in sequence for the each item sent for use in inventory control
- Filled in by owning institution
If not assigned by the owning institution the Microimaging Lab will assign item number on inventory list and the object or document evaluation form.

18.) Collection Represented
When applicable, the name of the Collection the item(s) originated from
- Supplied by owning institution

19.) Box/Folder/Local Call Number
Local call or accession number
- Supplied by owning institution

20.) Type of Material
Format of original item sent. Ex. Photograph, pamphlet, monograph, glass negative, etc.
- Supplied by owning institution

21.) Description (Title, volume, author, physical attributes, etc)
Bibliographic information or physical attributes that will help to identify the object.
- Supplied by owning institution

22.) Check In
Date and initials of individual checking in materials
- Filled in by Microimaging Lab

23.) Check Out
Date and initials of individual checking out materials
- Filled in by Microimaging Lab

Page Two of Form

24.) Date
Date that materials are organized to be sent to the UW Madison
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- If not assigned by owning institution Microimaging Lab will assign date; if the Microimaging Lab assigns the date it will be the date prior to the receiving of the shipment. Ex. if materials are delivered to Microimaging Lab on July 30, 2001 the date of batch organized will be July 29, 2001.

25.) Batch #
Batch numbers will be assigned consecutively from each institution
- Filled in by owning institution
- If not assigned by owning institution the Microimaging Lab will assign the batch number; If the Microimaging Lab assigns the batch number it will be the number following the prior batch number from that institution. Batches will be numbered consecutively Ex: Batch 1, Batch 2, Batch 3, etc.

26.) Page 2
Already filled in

27.) Item #
Number(s) assigned in sequence for the each item sent for use in inventory control
- Filled in by owning institution
- If not assigned by the owning institution the Microimaging Lab will assign item number on inventory list and the object or document evaluation form.

28.) Collection Represented
When applicable, the name of the Collection the item(s) originated from
- Supplied by owning institution

29.) Box/Folder/Local Call Number
Local call or accession number
- Supplied by owning institution

30.) Type of Material
Format of original item sent. Ex. Photograph, pamphlet, monograph, glass negative, etc.
- Supplied by owning institution

31.) Description (Title, volume, author, physical attributes, etc)
Bibliographic information or physical attributes that will help to identify the object.
- Supplied by owning institution

32.) Check In
Date and initials of individual checking in materials
- Filled in by Microimaging Lab
33). Check Out
Date and initials of individual checking out materials
- Filled in by Microimaging Lab

Sources:

www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html   "UW-Madison Digital Library Data Dictionary: Multimedia and Bibliographic Databases" Version 1.0   3 July 2001

www.rlg.org/reach.elements.html "RLG REACH Element Set for Shared Description of Museum Objects" 2 September 1998

coloradodigital.coalliance.org/title.html "Title Element"

coloradodigital.coalliance.org/creator.html "Creator Element"

coloradodigital.coalliance.org/subject.html "Subject Element"

coloradodigital.coalliance.org/descript.html "Description Element"

coloradodigital.coalliance.org/identifi.html "Identifier Element"

coloradodigital.coalliance.org/contrib.html "Contributor Element"

coloradodigital.coalliance.org/publish.html "Publisher Element"

coloradodigital.coalliance.org/date.html "Date Element"

coloradodigital.coalliance.org/relation.html "Relation Element"

coloradodigital.coalliance.org/type.html "Type Element"

coloradodigital.coalliance.org/format.html "Format Element"

coloradodigital.coalliance.org/source.html "Source Element"

coloradodigital.coalliance.org/language.html "Language Element"

coloradodigital.coalliance.org/coverage.html "Coverage Element"

coloradodigital.coalliance.org/rights.html "Rights Management Element"

dublincore.org/documents/dces/   Dublin Core Element Set, Version 1.1 – Reference Description

Consortium for the Computer Interchange of Museum Information (CIMI) "Guide to Best Practice: Dublin Core (DC 1.0 =RFC 2413)   Version 1.1   21 April 2000